

On-Call Bus Driver

\$10.67 per hour

The Aging and Disability Resource Center of Grant County (ADRC) is recruiting on-call Bus Drivers for transporting and assisting elderly and disabled riders. Hours vary from 4 to 8 per day depending on route and day of week; may include nights and weekends.

Minimum Requirements: High school graduation or GED; Valid WI driver's license; acceptable driving record; CDL with Passenger or School Bus endorsement; ability to pass an ICC physical and any/all drug and alcohol testing including pre-employment test; experience working with older adults preferred; good communication skills; desire to work with older people; relate well with others; outgoing personality; ability to lift and move up to 25 pounds.

A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608)723-2540. Application must be on file, completely filled in, no later than 4:00 pm on November 18, 2009, to:

Grant County Personnel
111 S. Jefferson St.
Lancaster, WI 53813

This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Bus Driver (On-Call) Substitute

DEPARTMENT/ AGENCY: Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.)

IMMEDIATE SUPERVISOR: A.D.R.C. Administrative Assistant/Transportation Coordinator

PAY RANGE: LTE

FLSA: Non-exempt

NATURE OF WORK

This position is primarily responsible for transporting and assisting elderly and disabled A.D.R.C. bus riders on a substitute basis.

MINIMUM QUALIFICATIONS

Education:

- Graduation from high school or high school equivalency
- Valid Wisconsin driver's license required
- Commercial driver's license (CDL) with passenger or School Bus endorsement required

Experience:

- Experience working with older adults preferred
- Acceptable driving record required

Note:

- Must be able to pass any and all drug and alcohol testing, including a pre-employment test
- Driver must be able to pass an Interstate Commerce Commission (ICC) physical
- Good communication skills required

- Desire to work with older people required
- Must have an outgoing personality and be able to relate well with others
- Must be able to lift and move up to 25 pounds
- Equivalent combinations of job related education and experience may be considered.

Knowledge, Skills and Abilities:

- Knowledge of and sensitivity towards the needs of the elderly and disabled citizens
- Ability to interact in a positive way with others
- Ability to read maps and follow directions
- Skill in communication and coordination
- Ability to be alert to the needs of the clients and of the agency

ESSENTIAL FUNCTIONS

Under general direction

- Coordinates the transportation route directly with participants and meal site managers
- Reserves meal for clients as needed with meal site managers
- Performs and documents daily safety inspection of the vehicle
- Responsible for monitoring routine maintenance according to the manufacturer suggestions and report to Transportation Coordinator of maintenance needs
- Keeps the interior and exterior of the bus clean
- Assists participants to and from their home to the vehicle
- Assists with packages
- Performs other services which facilitate the use of the bus by elderly and disabled individuals
- Maintains records, files reports as required, and collects fares
- Assists at the meal site by helping with serving and cleaning-up of including meal delivery and leading group activities
- Immediately reports any accidents or vehicle breakdowns

SUPERVISION RECEIVED

Under the direct supervision of the Administrative Assistant/Transportation Coordinator. This position is under the general supervision of the Director.

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

This position requires travel both inside and outside of Grant County in all types of weather. Must be able to meet the transportation requirements of this position. Dexterity in moving, picking up objects is required. Ability to bend, stretch and perform basic mobility functions such as ambulating, opening and closing doors, assisting clients. Must be able to lift or move up to twenty-five pounds. This position is in and out of buildings assisting clients and carrying packages in all kinds of weather.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised January 2005